



The Superior Court of California  
County Of San Diego

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JOB ANNOUNCEMENT

**ACCOUNTANT**

**Examination No. 07- 030**

- SALARY RANGE:** \$43,118 - \$64,604 annually (Effective 6/22/07 approx. annual range increases to \$44,636 - \$66,872)  
NOTE: Based on the new approx. annual salary range, starting salary is expected to be between \$44,636 and \$58,177. This is a broad band class with advancement within the range based on performance.
- FILING DEADLINE:** Applications will be accepted until 5:00 p.m. on **WEDNESDAY, JUNE 13, 2007.**
- POSITION LOCATION/ DESCRIPTION:** The immediate vacancy is located in the Hall of Justice (HOJ), located at 330 West Broadway, downtown San Diego. Under the direction of a Senior Accountant, the incumbent's primary responsibilities may involve general ledger accounts, cash or fund accounting, financial analysis, bank reconciliations or internal reviews of accounting and financial records and related operational policies and procedures. Upcoming projects include implementation of automated case management and financial systems.
- The eligibility list resulting from this exam process may be used to fill subsequent accountant positions which could be located at the downtown courthouse or at a branch location to include East County in El Cajon, South County in Chula Vista, or North County in Vista.
- JOB SUMMARY:** Accountants analyze and reconcile a variety of financial transactions and statements; prepare and review revenue estimates, expenditures, and fund conditions; receive, account for, and distribute cash receipts; set up and supervise financial record keeping systems and resolve associated problems; conduct internal reviews of accounting and financial records and related operational policies and procedures; prepare reports, correspondence, procedural manuals and instructional guides; assist in the development, review and installation of program policies and procedures; identify and recommend solutions to routine operational problems; and may supervise clerical staff performing accounting-related functions.
- REQUIREMENTS:** Requires a Bachelor's degree in accounting or finance **AND one (1)** year of full-time professional accounting experience that included responsibility for preparing financial statements, reviewing original entry records, cost accounting, financial auditing, and systems accounting. **NOTE:** Possession of a Certified Public Accountant (CPA) Certificate is highly desirable but not required.
- EVALUATION AND SELECTION FACTORS:** Factors which may be evaluated include: knowledge of Generally Accepted Accounting Principles (GAAP); business law terminology; fiscal year accounting cycle in a public agency; automated financial applications and electronic data processing concepts, systems and terminology; mathematical techniques and concepts used in collecting, summarizing, interpreting, analyzing, and graphically presenting financial and numerical data; report writing techniques; and principles and practices of supervision and training. Other factors which may be evaluated include the skill and ability to: interpret and apply legal and administrative regulations to accounting functions; analyze complex situations, draw logical conclusions and adopt appropriate courses of action; communicate effectively, both orally and in writing; establish and maintain good public relations; and work independently.
- SELECTION PROCESS:** Placement on the eligibility list will be determined based upon information provided on the standard employment and supplemental application forms. Those applicants whose background and experience best meet the needs of the court will be invited to participate in a selection interview.
- HOW TO APPLY:** Applicants must complete and submit a Superior Court employment application, supplemental application form, background investigation form, and pre-employment disclosure statement. Application materials are available online, or at the Court's Personnel Office, Room 251 in the HOJ; or by calling (619) 531-3390. Submit completed applications in person; by regular mail to address listed on back; or through county mail to C-44.

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## GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated above represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Personnel of special needs in advance of the examination.

**Personnel Office:** The Superior Court Personnel Office is located at the Hall of Justice, 330 West Broadway, Room 251, in Downtown San Diego.

**Hours of Operation:** The Personnel Office is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

**Mailing Address:** San Diego Superior Court, Attn: Personnel, Post Office Box 122724, San Diego, CA 92112-2724. The County Mail Stop is C-44.

**Phone Numbers:** The business office phone number is (619) 531-4053. The 24-hour job line is (619) 531-3390. The fax number is (619) 531-3386.

**Website:** Job opportunities are listed on the Superior Court website at:  
[www.sdcourt.ca.gov](http://www.sdcourt.ca.gov)

The application form is available at this site in Adobe PDF format.

**Employment Applications:** Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

**Application Filing Deadlines:** The Personnel Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

**Examination Numbers:** Applicants are

limited to one application and may not reapply under the same examination number.

**Series Statement:** Applications are accepted on a continuous basis as determined by employment needs. Applicants may only take the examination once under the specific examination number. Applicants who are successful on the written examination will have their name placed on the Eligible List in score order regardless of test date.

**Application Information Change(s):** Applicants are responsible for submitting changes in their application information such as **address or phone number changes in writing**.

**Eligible Lists:** After successfully completing the entire examination process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

**Documentation:** Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

**Medical Examination:** Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

**Background Investigation:** Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

**Work History:** False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

**Starting Salary:** Based on candidate's background, education and experience.

**Vacation:** Employees new to this class accrue vacation at a rate of seventeen (17) days per year.

**Holidays:** The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

**Sick Leave:** On approval of excused absence, eligible employees may use accrued sick leave.

**Retirement:** Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security. This is a 3% at 60 retirement program.

**Health Insurance:** Superior Court employees are provided a cafeteria-style flexible benefits plan which offers health, dental and vision coverage.

**Life Insurance:** A group rate life insurance program is available.

**Additional Benefits:** Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

**Employee Status:** Employees in the Accountant classification serve a one year probationary period and are governed by the San Diego Superior Court Personnel Rules.